

**MINUTES OF A MEETING OF SHOBNALL PARISH COUNCIL**  
**HELD AT THE PRINCESS STREET TRAINING EDUCATION AND ENTERPRISE CENTRE, PRINCESS STREET,**  
**BURTON UPON TRENT ON MONDAY 19 NOVEMBER 2018 COMMENCING AT 7.00PM**

**PRESENT**

Councillor Hoare (in the Chair)  
Councillors Dennis (minutes), Donlon and Shilton

**In attendance**

Councillor Clarke (SCC)  
PCSO Adam Evans

**PUBLIC FORUM**

No members of the public were present

**2018-19/104 APOLOGIES**

Councillors Dittmer, Lewis and Yousaf  
Councillors McKiernan and Walker (ESBC)

**2018-19/105 DECLARATIONS OF INTEREST**

None declared.

**2018-19/106 WRITTEN DISPENSATION UNDER THE LOCALISM ACT 2011**

No applications for dispensation had been received.

**2018-19/107 UPDATES TO COUNCILLORS' REGISTER OF INTEREST FORMS**

No changes to members' registers of interest had been notified.

**2018-19/108 MINUTES OF THE COUNCIL MEETING HELD ON 15 OCTOBER 2018**

**RESOLVED** That the Minutes of the Meeting held on 15 October 2018 be approved as a true record.

**2018-19/109 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON 15 OCTOBER 2018**

None raised.

**2018-19/110 REPORT FROM PCSO**

PCSO Adam Evans reported that he had been in post for two weeks, however, he has been in the Police for ten years. An update on the crime statistics covering the parish over the past 12 months was read out. Overall crime has gone down in the area with the only increase being in theft of vehicles from three to five in the period. Drug offences, including reporting, dealing and warrants remained level at 14. Link Park ASB and litter were discussed.

**ACTION** Parish Council to send PCSO a link to the questionnaire so they can feedback to the youngsters to give us feedback. (**POST MEETING NOTE:** The Clerk advised that the questionnaire and the Survey Monkey link had been provided to the PCSO's via email on 11 November 2018.)

Councillor Hoare asked what action can be taken when vehicles are parked fully on the pavement as this is a regular occurrence. PCSO Evans advised that the only option to Staffordshire Police is to report the driver with a summons. If blocking the pavement, a wheelchair could not get by, the Police would ask them to move in the first instance before issuing a summons. It was noted that they do not have enough manpower to go around all the streets. This is not the remit of Enforcement Officers but that of the Police.

PCSOs cover the area with one full-time and one part time officer, with one Police Constable. The system has been changed to a neighbourhood jobs filter where 1 is a blue light response, 2 within the hour and 3 when they can get there. The priority jobs must be dealt with first.

There are no plans to recruit any more PCSO's. Meeting noted the large urban area the PCSO's cover with the resources they have.

The shift pattern is nine hour shifts with six days on then four days off and seven days on and then four days off - 13:00–22:00 and 08:00–17:00. No night shifts are covered by PCSOs. Blue light response is covered by two response cars with back-up provided by Tamworth and Lichfield.

**ACTION** Write to Matthew Ellis, Staffordshire Commissioner for Police Fire and Crime to note our concerns with the lack of resources to cover such a large urban area.

**2018-19/111 REPORT FROM THE BOROUGH COUNCILLORS**

Councillors McKiernan and Walker were not in attendance at the meeting as they were attending a Scrutiny Committee.

**2018-19/112 REPORT FROM THE COUNTY COUNCILLOR**

Councillor Clarke gave an update which included:

- The leisure facilities going out to tender for a ten-year contract.
- Cut-backs over the next five years that the County Council are having to make. Meeting noted the large sum of figures quoted but would need to know this in context to the full budget. Highlighted the need to make provision for adult care in the community and the impact of losing voluntary services. Councillor Clarke to continue to discuss his concerns in these areas to try and protect services as once the organisations to support volunteers have gone so have the volunteers. The important role that volunteers contribute was noted.
- School crossings were discussed as in some areas this is falling to parish councils to provide. The meeting noted that Shobnall has a high number of schools within its area. Would need to ensure we knew what it would involve for the parish council. Do not know how you would manage the role as a volunteer, e.g. the insurance/liability implications would be one aspect of concern.
- Gullies remain the source of constant complaints. The Victorian-style gulley has two plates to trap the sludge and the water would flow over, however, the machines to clear the gullies have broken the plates. This has meant that the rubbish is not being trapped so the gullies are getting clogged up.
- Councillor Clarke had attended the first meeting - Amey are making progress but taking longer than expected. They have agreed to replace 37 in Stafford. (Within the Parish in Grange Street, Waterloo Street, St Paul Street West and Shobnall Street/Pipers Way corner.)
- Over the four-year survey period 186,000 gullies have been identified across Staffordshire. This data is now recorded digitally and will identify when due to be cleared, clearing will be once on annual basis, once on 2-year basis and once on a 3-year basis. Annual clearing starts in 2019. Councillor Clarke went out with the contractors on 16 November to better understand the system. Amey are knocking on

doors and doing letter drops to ask that vehicles are not parked over the drains. A lot of the drains have been covered. Once they have done the annual clean Amey will know from that date when it silts up again. Work had been carried out in Edward Street and Princess Street, however, the machine sprang a leak so could not do Dallow Street as it had to go back for repair.

**2018-19/113 FINANCIAL MATTERS**

**2018-19/113.1 Schedule of Payments**

Payments	Cheque No.	Gross £	VAT £	Transaction Detail
E.on Energy Solutions Ltd	100990	31.62	5.27	Highway Lighting Maintenance 2018/19
Rialtas Business Solutions Ltd	100991	844.02	140.67	Alpha Financial Software (Minute No.2018-19/082 refers)
Bloomin' Gardens	100992	461.40	76.90	Litter pick/grass cutting/bramble clearance/play equipment inspection
Princess Street Training Centre	100993	37.50	-	Room hire/refreshments
Staffordshire Parish Councils' Association	100994	45.00	-	Budgets & Precepts Course: 3 No. Delegates
HMRC	100995	2,708.52	-	Repayment of overclaimed VAT (refers to claim submitted August 2016)
Bloomin' Gardens	100996	5,607.00	934.50	BMX Track works (Minute no. 2018-19/020.1 refers)
Staffordshire Parish Councils' Association	100997	45.00	-	VAT Course: 3 No. Delegates
Clerk's salary	BACS	1,068.47	45.35	Clerk's salary and expenses
<b>Total Payments</b>		<b>10,848.53</b>	<b>1,202.69</b>	

**RESOLVED** That the payments be approved. More information on BACS payments being used for more transactions is required for a decision to be made.

**2018-19/113.2 Bank reconciliation**

Bank Reconciliation	£
Current Account	36,341.02
<b>LESS:</b> Unpresented cheques:	
100986 Bloomin' Gardens	-395.40
<b>Balance per Cash Book is:</b>	<b>35,945.62</b>
<b>PLUS:</b> HSBC Business Money Manager Account	30,030.59
<b>Total Funds Available as at 31 October 2018</b>	<b>65,976.21</b>

**RESOLVED** That the above was a true record.

**2018-19/113.3 2018/19 Budget including actual receipts and payments as at 31 October 2018 and the proposed draft 2019/20 budget**

Information to be circulated to give more time. Meeting noted that if responsibilities of the Parish Council increased the need for a precept increase would also have to be considered. Meeting noted that the interim budget of the Council was being held on 06 December 2018 and this may help the Parish Council with decisions regarding the precept.

**RESOLVED** That consideration of the 2019/20 budget be deferred to next meeting.

**2018-19/114 THE LINK PARK**

- Point noted within PCSO's item 2018-19/110 above.
- A Survey Monkey questionnaire had been set-up and was available via the Parish Council website for feedback on what the community would like to see provided at the Link.

Meeting noted that professional support in using this space to its full potential should also be considered.

**ACTION** To approach organisations such as Sport England or the Staffordshire Playing Fields Association (annual subscription to join organisation to be made if this was to be considered).

- Councillor Hoare reported that she had spoken to some of the regular users of the Link Park on a Friday at about 2pm who highlighted the litter element in the area.

**ACTIONS:**

- (a) To ask Bloomin' Gardens what day they empty the bins
- (b) To ask if the nearby fast food outlet will do a litter pick around the Play Area

- The meeting noted that the tree area under the bridge was the responsibility of the County Council.

**ACTION** To ask Bloomin' Gardens to submit a quotation for consideration by the Parish Council to include the tree areas in their litter pick.

**2018-19/115 PLANNING MATTERS**

**a) Planning applications**

Notification of the following planning applications received up to 06 November 2018 had been emailed to all Members - no comments had been notified to the Clerk for submission to ESBC:

P/2018/01291 (adjacent parish application)  
Land off Aviation Lane, Burton upon Trent  
Erection of 131 No. affordable dwellings and construction of vehicular access Meeting noted that the parish council had already written to ESBC

P/2018/01300  
94 Waterloo Street, Burton upon Trent DE14 2ND  
Erection of a single storey front, side and rear extension and installation of dormer extension to rear to facilitate loft conversion

P/2018/01303  
10 Borough Road, Burton upon Trent DE14 2DA  
Installation of new shop front

P/2018/01309

Corner House, 97 Grange Street, Burton upon Trent DE14 2ER

Demolition of existing single storey extension and erection of part two storey and single storey side and rear extension

P/2018/01311

10 Borough Road, Burton upon Trent DE14 2DA

Display of three externally illuminated fascia signs and one externally illuminated hanging sign

P/2018/01320

Rear of 19 Derby Street, Burton upon Trent DE14 2LA

Erection of a single storey storage building to serve 26 and 19 Derby Street

**b) Planning applications**

The following planning applications were notified after 06 November 2018:

P/2018/01313

Plot 4 Centrum West, Callister Way, Burton upon Trent

Erection of two detached buildings to form 3 units for flexible Class B1(b/c)/B2/B8 commercial buildings with ancillary Class B1a office use, associated access, servicing, parking, landscaping and other ancillary works

P/2018/01341

57 Edward Street, Burton upon Trent DE14 2JE

Erection of ground floor rear extension and a detached building for use as a store

P/2018/01358

44 Halycon Way, Burton upon Trent DE14 2JR

Single storey side extension and erection of a 1.8 metre high fence and gates

**c) Planning decisions**

The following planning decisions have been notified:

P/2018/00871

192 Derby Street, Burton upon Trent DE14 2LG

Single storey side and rear extension

Permitted

P/2018/00988

29 Borough Road, Burton upon Trent DE14 2DA

Change of use from A4 drinking establishment to D1 tuition centre

Permitted

P/2018/01111

Albion (Marstons) Brewery, Shobnall Road, Burton upon Trent DE14 2BG

Listed Building Application for the installation of a broadband cable

Granted

P/2018/01219

Amber House, 7-8 Needwood Street, Burton upon Trent DE14 2EN

Fell one Cypress tree TPO4-G1

Granted

**2018-19/116 QUESTIONS FROM COUNCILLORS AND REPORTS FROM REPRESENTATIVES**

- Meeting noted concerns with the number of representatives on the Parish Council.

**ACTION** To ask the Clerk to investigate the implications of having insufficient members for a quorum.

- Councillor Hoare enquired if a cable (i.e. extension cables and leads, etc) amnesty had been considered to help raise funds and recycle. This could be something that the Borough Council could consider.

**ACTION** ESBC Councillors McKiernan and Walker to be contacted to put this suggestion forward.

- Councillor Shilton noted the wooden totem poles and small wooden structures near the canal, via the footpath from Shobnall Street, need to be structurally assessed.

**ACTION** To seek professional guidance on the assessment of these structures.

**2018-19/117 CORRESPONDENCE AND CIRCULARS**

- **SPCA:** Weekly Bulletins had been received. Items of note were:

- **Looking forward to the May 2019 elections**

SPCA have provided a range of publicity and information material which will be uploaded to SPC's website at the appropriate time.

- **"Staffordshire Day" 01 May 2019**

'Enjoy Staffordshire' are looking for events on the theme of 'Made in Staffordshire' and parish councils and local groups are being asked if they can organise something which celebrates Staffordshire products, food and drink, music, film, people or anything else which could be made in the county. The aim is for as many people as possible to support Staffordshire Day by organising events. Promotional materials will be available from 'Enjoy Staffordshire', who will also help to publicise events via their website and social media.

- **Branston – Walking Group:** To be held on 06 December 2018 at 10:30. Councillors to confirm their attendance to the Branston Parish Clerk.

**2018-19/118 ITEMS FOR NEXT MEETING**

None raised.

**DATE OF NEXT MEETING**

Monday 17 December 2018 at The Princess Street Training Education and Enterprise Centre, 25-28 Princess Street, Burton upon Trent DE14 2NW commencing at 7.00 pm.

The Meeting closed at 9.15pm

Signed .....

Date .....